

# LEGAL ANALYST

## OPEN - STATEWIDE EXAMINATION



State of California  
**DEPARTMENT  
OF  
JUSTICE**  
P. O. BOX 944255  
Sacramento, CA 94244-2550

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CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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|---|---|--|---|---|
| FINAL FILING DATE   | Monday, July 14, 2003 - Examination Applications (Form STD - 678) must be <b>POSTMARKED (U.S. MAIL)</b> no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail <u>after</u> the final filing date <u>will not</u> be accepted for any reason. Applications must have an original signature.  |  |   |   |
| WHO MAY APPLY   | All applicants must meet the minimum qualifications by the final filing date in order to take this examination.   |  |   |   |
| HOW TO APPLY  | Examination Applications are (Form STD 678) are available at the Department of Justice Offices, ( <a href="http://www.ag.ca.gov">www.ag.ca.gov</a> ) and may be mailed or filed in person:<br><br><table><tr><td><b>Mailing Address:</b><br/>Department of Justice<br/>Testing and Selection Unit<br/>P. O. Box 944255<br/>Sacramento, CA 94244-2550</td><td><b>File in Person:</b><br/>Department of Justice<br/>Testing and Selection Unit<br/>1300 "I" Street, 7<sup>th</sup> Floor<br/>Sacramento, CA 95814</td></tr></table> |  | <b>Mailing Address:</b><br>Department of Justice<br>Testing and Selection Unit<br>P. O. Box 944255<br>Sacramento, CA 94244-2550 | <b>File in Person:</b><br>Department of Justice<br>Testing and Selection Unit<br>1300 "I" Street, 7 <sup>th</sup> Floor<br>Sacramento, CA 95814 |
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|   | <b>DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11<sup>TH</sup> FLOOR RECEPTIONIST, THE STATE PERSONNEL BOARD OR VIA INTERAGENCY MAIL.</b>   |  |   |   |
|   | <b>All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.</b>   |  |   |   |
| SPECIAL TESTING ARRANGEMENTS  | If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.   |  |   |   |
| STRUCTURED ORAL INTERVIEW   | It is anticipated that the interviews will be conducted in <b>September/October 2003</b> .  |  |   |   |
| SALARY RANGE  | <b>\$3418 - \$4155</b>  |  |   |   |
| ELIGIBLE LIST INFORMATION   | A departmental Open eligible list will be established for the Department of Justice. The names of successful competitors will be placed on the list. The list will be abolished <b>18 months</b> after it is established unless the needs of the service and conditions of the list warrant a change in this period.<br>Department of Justice <b>will not allow</b> candidates who attain list eligibility to transfer their  |  |   |   |

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BULLETIN RELEASE DATE:

June

JY62-5237

DV

3JU28

20, 2003

FINAL FILING DATE:

July 14, 2003

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**RESTRICTED TRANSFER  
OF LIST ELIGIBILITY**

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

names to another agency's list.

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**NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.**

The following patterns may be combined proportionally, when applicable to meet the overall experience requirement.

**EITHER I**

**EXPERIENCE:** Two years of experience in the California state service performing the duties of a Legal Assistant. **AND**

**EDUCATION:** Successful completion of **six (6) semester units** of paralegal or undergraduate legal courses, with at least **three (3) units** of which must be in legal research. (Candidates who have completed **three (3) semester units** of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required **six (6) units** before they can be considered for appointment.)

**OR II**

**EXPERIENCE:** Two years of experience performing paralegal duties in a private law firm, corporate law office, or governmental legal agency. **AND**

**EDUCATION: Twelve (12) semester units** in a legal or paralegal curriculum or equivalent to graduation from college.

**NOTE:** A copy of your transcripts from the college or institute from which you obtained the required legal/paralegal course must be attached to your application. Competitors who fail to provide copies of transcripts will be eliminated from the examination.

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**ADDITIONAL DESIRABLE  
QUALIFICATIONS**

Evidence of continuing education, such as additional paralegal or legal course work.

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**THE POSITION:**

This is the journey analytical paralegal classification. Under the general supervision of an attorney who shall accept full responsibility for the tasks performed, the Legal Analyst investigates and analyzes facts and documents in connection with civil litigation; assists in criminal trial preparation by coordinating witnesses and processing subpoenas; coordinates with local law enforcement and judicial entities relative to ministerial problems; when delegated by the attorney, drafts interrogatories and responses to interrogatories; interviews witnesses, complainants and defendants concerning the facts of cases; drafts roughs of pleadings, complaints and motions for attorney review by the attorney; assists in the preparation of witness books and exhibit books; conducts historical research with regard to cases and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; prepares responses to routine procedural and/or large volume type inquiries; prepares legislative histories and follow-ups on legislative and regulatory files. **The positions are statewide within Department of Justice: Sacramento, San Francisco, Oakland, Los Angeles, San Diego, Fresno.**

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**EXAMINATION  
INFORMATION:**

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The examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job related questions. Candidates must attain an overall minimum score of 70.00% in order to be placed on the eligible list. Candidates who do not appear for the interview will be disqualified.

**QUALIFICATIONS APPRAISAL INTERVIEW-----WEIGHTED 100.00%**

In addition to evaluations the completions relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be measuring competitively, relative to job demand, each competitors's:

**KNOWLEDGE OF:**

1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference materials.
3. Role of a paralegal staff in a legal office.

**ABILITY TO:**

1. Reason logically and accurately analyze situations.
2. Read effectively, prepare reports and summary sheets which set forth the statement of facts, applications of relevant law and conclusions.
3. Read and understand statutes.
4. Prepare drafts of pleading.
5. Draft litigation discovery documents, such as interrogatories and motions.
6. Work cooperatively with attorneys and members of the support staff.

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**VETERANS PREFERENCE  
CREDITS**

Veterans Preference Credits **will be** granted in the examination. Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to the changes in the law, which were effective January 1, 1996. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

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**CAREER CREDITS**

Career Credits **will not** be granted in this examination.

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**GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified. **It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the **Department of Justice, (916) 324-5039, TDD (916) 952-8396** three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** (Form STD 678) are available at Department of Justice offices, State Personnel Board offices, and local offices of the Employment Development Department and the Department of Justice Internet site <http://caag.state.ca.us/> or State Personnel Board Internet site <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veteran Preference:** California law limits the granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-non promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Instructions for applying for veterans preference are on the Veteran Preference Application Form (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**Career Credit:** In Open-Non Promotional examinations, career credit is granted to: (1) State Employees with permanent civil service status, (2) full time employees of the State who are exempt from State Civil services pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of services in exempt position, and (3) members of the California Conversation Corps who have served one full year or are graduates for the California Conversation Corps (Eligibility shall expire 24 months after graduation from the California Conversation Corps). Three points are added to the final test score of those candidates credits who meet the above criteria, and who pass the examination. Such examinations cannot be for managerial positions described in Government Code Section 3515. Competitors not currently employed in State civil Service who have mandatory reinstatement rights may be eligible for career credit, but they must explain their civil service status in the appropriate section on the Application Form (Form 678 or 679).

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**If hearing impaired, call the California Relay Service.**

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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